

Notes

This is your **41-step** checklist outlining the functions to be performed by your **REAL ESTATE TEAM** – your **Real Estate Agent**, your **Lender** and your **Title and Escrow Company** – for a successful Real Estate Transaction.

The steps have been color-coded to indicate the role each member of your “team” will take and the order in which each task is typically performed.

- ◆ **Red:** Real Estate Agent
- ♣ **Green:** Lender \ Loan Broker
- ♠ **Blue:** Title & Escrow Company
- ♥ **Black:** All “Team” members

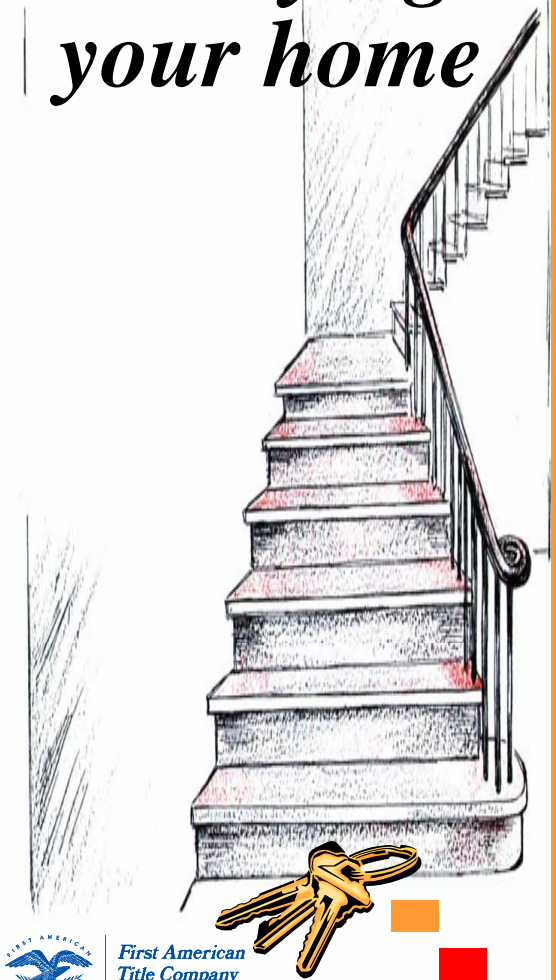
We’ve numbered these functions for your convenience, however, some of these steps occur simultaneously.



*First American
Title Company*

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41 Steps... to buying your home



◆ Real Estate Agent

- 1. ♣ Pre-qualification issued & loan programs discussed.
- 2. ◆ Property previewed and selected.
- 3. ◆ Offer presented.
- 4. ◆ Contract ratified.
- 5. ♠ Escrow opened. Check deposited. Preliminary Report ordered.
- 6. ♣ Loan application taken.
- 7. ◆ Inspections ordered.
- 8. ♣ Credit Report ordered.
- 9. ♣ Appraisal ordered.
- 10. ♥ Contract reviewed and contingency dates noted.
- 11. ♠ Preliminary Report reviewed and forwarded to Lender and Real Estate Agent.
- 12. ◆ Disclosure package provided to buyer for review.
- 13. ♥ Preliminary Report reviewed by all parties.
- 14. ♣ Loan program selected.

♣ Lender / Loan Broker

- 15. ◆ Inspections reviewed and / or contingencies removed.
- 16. ◆ Loan contingencies removed. Deposit increased, if required.
- 17. ♠ Receipt of increased funds.
- 18. ♣ Final accumulation of documents for loan approval.
- 19. ♠ Escrow Officer clears appropriate title report items and reviews any additional conditions.
- 20. ♣ Loan Package is submitted to underwriting.
- 21. ◆ Selection of hazard insurance company / agent.
- 22. ♣ Loan Approval.
- 23. ♣ Loan documents ordered.
- 24. ♠ Loan documents delivered to escrow.
- 25. ♠ Hazard insurance ordered.
- 26. ◆ Closing date is confirmed. Final dollar balance to be deposited into escrow is determined.
- 27. ◆ Realtor provides final instructions, if any, to escrow.
- 28. ♣ Loan closing conditions reviewed with Escrow Officer.
- 29. ♠ Escrow instructions drawn.

♠ Title & Escrow Company

♥ All "Team" Members

- 30. ♠ Escrow instructions and loan documents are signed (buyer).
- 31. ♠ Signed loan documents returned to lender with hazard insurance policy.
- 32. ◆ Final walk-through inspection.
- 33. ♣ Funding package reviewed.
- 34. ♣ Loan funds issued.
- 35. ♠ Final funds from Buyer deposited into escrow.
- 36. ♥ Team decides what final actions are required prior to close of escrow.
- 37. ♠ Documents recorded with County Recorder.
- 38. ♠ Escrow closed. Final Accounting. Checks written and forwarded. Closing statements issued.
- 39. ♠ Escrow notifies all parties upon closing.
- 40. ◆ Keys released to new owner.
- 41. ♥ **Celebration!**